

DDA 77-5418

4 OCT 1977

MEMORANDUM FOR: Director of Personnel

FROM: [REDACTED]

Chief, Management & Assessment Staff, DDA

SUBJECT: Management Objectives for Fiscal Year 1978

REFERENCES:

- a. Mult Adse Memo fm A/DDA dtd 8 Aug 77;
Subj: Directorate MBO Program for
FY 1977 & FY 1978 (DDA 77-4457)
- b. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77;
Subj: DDA Office Management Conferences
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. In his review of OP's recommended objectives, Mr. Malanick requested that:

a. objective OP-12-77, Regulations Update, be continued into FY 1978 and amended to include action to update the Handbooks;

b. objective OP-23-78, Minority Employment, be amended to include professional women; and

c. objective OP-24-78, Study the Feasibility for a CIA Retirement Services Center, be handled as a joint objective with OF.

3. As he discussed with you at the Morning Meeting of 28 September, he intends to conduct two types of management conferences during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the

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past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

4. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

5. Formulation of a pattern for the FY 1978 joint management conferences on ADP objectives has not been completed as yet. As mentioned by Mr. Malanick at his Morning Meeting, he plans to hold the ADP management conferences less frequently than the bimonthly conferences for "regular" objectives--perhaps at 3 or 4 month intervals. Thus, it is anticipated that the first joint management conference on ADP objectives will not be held before January 1978. We will advise you of the design for the FY 1978 ADP management conferences as soon as it is finalized.

Attachments:

- A. List of Objectives
- B. Updated Schedule

Distribution:

- Orig - Addressee, w/att
- ① - DDA Subject, w/att
- 1 - DDA Chrono, w/o att
- 1 - MAS Subject, w/att
- 1 - MAS Chrono, w/o att

DDA/MAS (4 Oct 77)

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF PERSONNEL

ACCEPTED AS DDA OBJECTIVE

	<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
OP-12-77 Regulations/Handbook Update**		OP-14-77 PERSIGN	OP-10-78 Program Mission Evaluation
OP-13-77 Position Standards		OP-19-77 Applicant Processing	
OP-17-77 Statistical Reporting Booklet		OP-22-77 Respecify GAP Requirements	
OP-28-77 Benefits Pamphlet for New Employees			
OP-20-78 Personnel Management Evaluation			
OP-21-78 Supergrade Evaluation Project			
OP-23-78 Minority Employment*			
OP-24-78 Study Feasibility of CIA's Retirement Services Center (Joint with OF)			
OP-26-78 Annual Benefit Printout			
OP-27-78 Retirement & Second Career Booklet			
TOTALS	10	3	1

*Expand to include professional women

**DDA Objective

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ATTACHMENT
A

29 September 1977

REVISED SCHEDULE
DDA MANAGEMENT CONFERENCES (REGULAR)
OCTOBER 1977

OFFICE	DATE	TIME
OF	17 October 1977	1:30
ISAS	18 October 1977	1:30
OP	19 October 1977	1:30
OMS	20 October 1977	1:30
IPS	21 October 1977	1:30
ODP	25 October 1977	1:30
OC	26 October 1977	1:30
OS	27 October 1977	1:30
OL	28 October 1977	1:30
MAS	31 October 1977	1:30
OTR	1 November 1977	1:30

ATTACHMENT
B